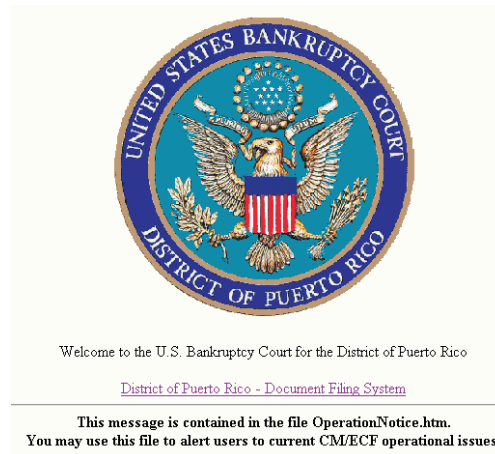


## Accessing CM/ECF

Attorneys and external users can access CM/ECF by accessing our web page through the Internet.

- STEP 1
- Open your internet browser and type in the address window:
- <https://ecf.prb.uscourts.gov>
  - The official USBC, District of Puerto Rico - Document Filing Screen displays. (See below)



- Click on: [District of Puerto Rico - Document Filing System](#)

STEP 2 Logins and Passwords

Internet users (attorneys, trustees and, in some courts, certain creditors) will use two sets of logins and passwords; one for CM/ECF filing and the other for Public Access to Electronic Records (PACER) access for queries and reports. Registered Internet users will see a login screen as pictured below.

### ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6866 or (210) 301-6440.

An access fee of **\$ .08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

- Enter your Login, Password and Client Code in the appropriate fields.
- Click on Login

Your Login and Password fields are case sensitive. A login of thomask should not be entered as Thomask or THOMASK. The password cannot exceed 8 characters and should not include special characters (%,#,\$,%).

The client code field is optional and is used for PACER users to associate this activity to specific customers.

If an error is made entering login and password information before submitting the screen, clicking on the [Clear] button will delete the data and allow you to reenter information.

This login screen will subsequently appear when web users select any report or query selection from a CM/ECF menu. The PACER program charges 7¢ per page. After running a report or query, a PACER summary of pages and costs will appear at the end. A user will be advised of how many pages have been selected before accepting the information and/or charges for pdf documents only.

PACER information and registration is available at  
<http://pacer.psc.uscourts.gov/>

STEP 3 The CM/ECF MAIN MENU screen is pictured below.

Access to the various menus is provided by the blue Main Menu Bar at the top of the screen. Each selection is a hyperlink to another set of options or hyperlinks allowing participants to file documents, query, view or print a docket sheet, generate reports or maintain your account.

This menu is also used to exit the system. The preferred method to exit CM/ECF is to click the Logout hypertext link on the CM/ECF Main Menu Bar.



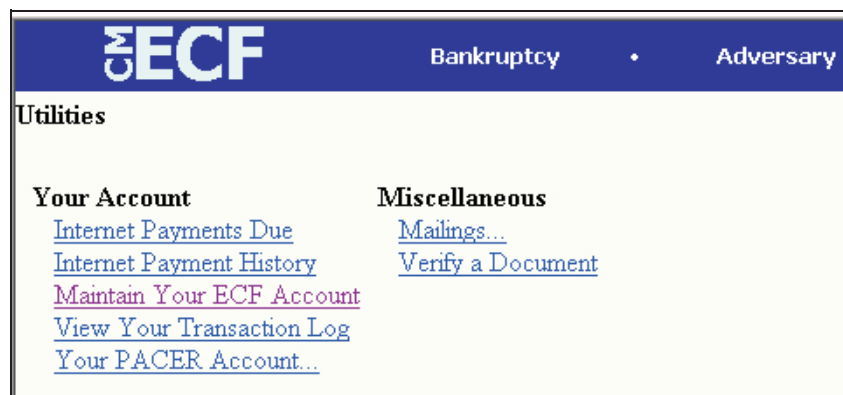
## Maintain User Accounts

Once in CM/ECF you will be able to access your account information through the Utilities menu. Using this option, users can update their name, mailing and E-mail addresses, phone and fax numbers, passwords, generate user reports, etc. Users can therefore control the accuracy of their own information in a timely manner.

This section explains how you can update:

- user name, address and other party data
- E-mail information
- electronic noticing preferences
- user login and passwords

STEP 1 After clicking on Utilities on the CM/ECF Main Menu bar, select Maintain Your ECF Account, which is found under the Your Account sub-menu.





- STEP 2 Click on Maintain Your ECF Account. Your user account screen will appear displaying your current account information. (See below)

**ECF** Bankruptcy • Adversary • Query •

**Maintain User Account**

Last name JAIME First name WILMA  
 Middle name Generation  
 Title CHIEF DEPUTY CLERK Type aty  
 Office USBC, DISTRICT OF PUERTO RICO  
 Address 1  
 Address 2  
 Address 3  
 City State Zip  
 Country County  
 Phone Fax  
 SSN Tax Id  
 Bar Id Bar status Mail group  
 Initials DOB AO code Person end date  
 Email information... More user information...  
 Submit Clear

- Update your personal information on this screen. When it is correct, click [Submit] to save the changes. If the [Submit] button is not used, the record will not be modified.
- Click on the Utilities menu and then go to Maintain Your ECF Account again to go over the [Email information...] and [More user information] buttons.

Note: These buttons located in the bottom of the screen, provide further screens to modify your user profile. The following pages will explain these features in more detail.

- Click on the [E-Mail Information...] button which presents options for control of your electronic notification on each court's CM/ECF system.

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-Mail Information... and More User Information... screens is explained below:

|                                  |  |
|----------------------------------|--|
| Email information... button      | Allows you to specify how you want to be notified of CM/ECF filings, and the email address at which you want to receive notification. You must click on <i>Return to account screen</i> and then <i>Submit</i> to have any changes recorded. |
| Primary e-mail address           | Specify the complete address.  |
| Send the notices specified below | Select one or both options.  |
| Send a notice for each filing    | Check one or both options: in cases in which I am involved in these additional cases   |
| Send a Daily Summary Report      | Check the box if you want a daily summary report.  |
| Format notices                   | Select one of the two email formats: "HTML format" or "text format for other e-mail service".  |

- Click on the [More User Information...] button which presents options for control of your personal settings. Each section is explained below:

|                                 |  |
|---------------------------------|--|
| More user information... button | Allows you to change your login name or password. It also shows the user group(s) in which you are a member (groups affect what menu items and data you see). You must click on <i>Return to account screen</i> and then <i>Submit</i> to have any changes recorded. |
| Login                           | You may change your login.   |
| Password                        | When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.  |
| Groups                          | This shows the group(s) to which you belong. Group membership determines which functions you may use.  |

- STEP 2 Click on the Utilities menu and then go to the View your transaction log hyperlink under Your Account.

This will display details of all your transactions (docketing) in CM/ECF on or between the dates you specify. This option may be useful in researching case filings, dates, case numbers, times and document type are tracked. Your transaction activity is not accessible to other users besides yourself except for court systems staff.

- Enter the date selection criteria for your report and click on [Submit] to display your transaction log. (See below)

|  Bankruptcy • Adversary • Query • Reports • Utilities • Logout |                     |             |   |
|---|---------------------|-------------|---|
| Transaction Log   |                     |             |   |
| Report Period: 01/01/1996 - 03/03/2005  |                     |             |   |
| Id  | Date                | Case Number | Text  |
| 16812   | 02/23/2005 10:30:56 |             | Opened New BK Case  |
| 16815   | 02/23/2005 11:00:11 |             | Opened New BK Case  |
| 16816   | 02/23/2005 11:24:11 | 3-05-bk-0   | Chapter 13 Plan dated <I>2/25/05</I>, filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)  |
| 16817   | 02/23/2005 16:12:16 | 3-05-bk-0   | Motion for Reconsideration <I>(10 day objection language</I>)Due by 3/7/2005 filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA [Pizarro Ruano, Mari] |
| 16827   | 02/24/2005 12:13:58 | 3-05-bk-0   | Motion submitting document(s): filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)   |
| 16846   | 02/26/2005 20:18:40 |             | Opened New BK Case  |

- STEP 3 Click on the Utilities menu. Under Miscellaneous you will find options for controlling your electronic notification on each court's CM/ECF system.

- For example: If you click on the Mailings... hyperlink you will find:

Creditor Mailing Matrix: Displays creditor names/addresses for a single case, either in single-column label format, or as delimited data fields. May be limited to one or more special mailing groups.

Mailing Info for a Case: For a single case, displays a list of those who receive e-mail notices and those who require manual noticing.

Mailing Labels by Case: Displays name/address data in label format for a single case.

Mailing Labels by Recipient Type: Displays name/address data for a category of people in label format .

- STEP 4 Click on the Utilities menu and then go to the Verify a Document hyperlink under Miscellaneous.
- Enter the case and document number of the document you want to verify and click [Next] on the screen below:

The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', and 'Query'. Below this is a section titled 'Verify Document(s)'. It contains a 'Case Number' label above a text input field. To the right of the input field is a placeholder text: '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the input field is the instruction 'Specify the number of the docket entry containing the document to be verified.' followed by a 'Document Number:' label and another text input field. At the bottom of the form are two buttons: 'Next' and 'Clear'.

- If the case and document numbers are valid, you will be able to view the case docket, the PDF, the file size, the document No., etc.

## Bankruptcy Case Opening

The case is a chapter 13, joint debtor.

This section shows the steps and screens required for attorneys to open a bankruptcy case on CM/ECF.

Note: If your bankruptcy petition software program provides the auto-upload case feature, it will not be necessary to enter the information as described in this module, nor to upload the creditor matrix. This will be auto-uploaded by the bankruptcy program into CM/ECF. Check with your petition software company to find out if the case upload feature is available.

Note: Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports. This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password. You can access this court's cm/ecf site by going to <https://ecf.prb.uscourts.gov>.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The Bankruptcy Events menu displays.

- Click the Open a BK Case hypertext link.

STEP 3 The Case Data screen displays. (See below)

**ECF** Bankruptcy • Adversary

**Open New Bankruptcy Case**

Case type

Date filed 3/3/2005

Chapter

Joint Petition

Deficiencies

Note: The current date is displayed in the Date Filed box. This date cannot be changed. The file date of the petition will be the current date.

- Click the down arrow – to reveal the list of available Chapter options. Click to select the appropriate Chapter.
- Click the down arrow to reveal the list of Joint Filing options. (The system defaults to 'n' for no - meaning this is not a joint filing.) Accept the default, or click to select 'y' to indicate that the filing includes more than one debtor.
- The Case Type defaults to bk. This is the only option. No action is necessary.
- Click [Next] to continue.

STEP 4 The Search for a Party screen displays. (See below)

The screenshot shows the ECF (Electronic Case Filing) interface for opening a new bankruptcy case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Open New Bankruptcy Case". Below this, there is a section titled "Search for a party" with input fields for "SSN" and "Tax Id", and a "Last/Business name" field. At the bottom of this section are "Search" and "Clear" buttons.

- The database must always be searched to see if the debtor(s) exist before a new party can be added.
- Type the Social Security Number (in the 111-22-3333 format), Tax Identification Number and/or Last Name or Business Name.
- Click [Search] to continue.
- If the system does not locate the party in the database, a message will be displayed: No Person Found.
- Click [Create new party] to add the debtor into the system and proceed to create a new party (STEP 5).

- If the system does locate the party in the database, a Party search results screen will display. (See Below)

- Click the down arrow – to reveal the entire list of search results. Highlight the debtor name. Click [Select name from list].

HINT: If you are not sure if one of the parties shown is the debtor you are searching, highlight the name and click [Select name from list]. You will be able to verify the social security number, and edit the address if required. However, if it is not the correct party, click the browser [Back] button, then click [Create new party].

- The Party Information screen displays. (See below)

- Fill in the party role and pro se fields, and enter party text, if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.) To change address information just for this case for a party already in the database, type over the existing address information.
- To add aliases please go to STEP 6.

STEP 5 Create New Party. If the party you are looking for is not in the system you must go to and complete the following screen:

**Party Information**

Last name: PEREZ First name: [ ]

Middle name: [ ] Generation: [ ] Title: [ ]

SSN: 222-11-1234 Tax ID: [ ]

Office: [ ] Address 1: [ ]

Address 2: [ ] Address 3: [ ]

City: [ ] State: [ ] Zip: [ ]

County: [ ] Country: [ ]

Phone: [ ] Fax: [ ]

E-mail: [ ]

ProSe: no Role: blank (blank)

Party text: [ ]

Alias... Review... Add all aliases before clicking the Submit button.

Submit Cancel Clear

As shown on the petition, enter the following information:

- Debtor's Last name.
- If the debtor is a business, enter the full business name in the Last Name field.
- Debtor's First name.
- Debtor's Middle name.
- Debtor's Generation, if applicable (Jr., Sr., III, II, etc.)
- Debtor's Title, if applicable (MD, PHD, etc.)
- SSN (Social Security Number), or Tax ID (if the debtor is a business).
- The Office box may be used to indicate the office name of a business debtor. (This field is used infrequently.)
- Use Address 1 and Address 2 lines only to type the debtor's mailing address as shown on the petition.



- Type City, County, State and Zip information.

Note: It is not necessary to enter a country name, unless the country of the debtor's residence is not the United States.

- Click the down arrow – to reveal the list of County options. Click to highlight the county shown on the petition. You must include County. For Puerto Rico County means City. For example: when the city is San Juan, the county is San Juan.

HINT: Type the first letter of the county name for a faster search.

- Phone, Fax and E-Mail information of the debtor is optional.
- The ProSe box automatically defaults to 'n' for no, meaning that the debtor is *not* representing himself. You will automatically be added as the attorney for this debtor by the CM/ECF system once the case is filed.
- The Role defaults to "blank". Click the down arrow to reveal the list of role type options and select debtor and select the Role type of Debtor.
- The Party Text box can be used to add additional descriptive nature to the debtor's name. For example: If the debtor was General Foods Store, a division of General Motors Corporation, enter: *General Foods Store* in Last name field, and enter: *a division of General Motors Corporation* in Party text field.

#### STEP 6 Adding Aliases

- If this debtor has any aliases, click [Alias] to enter the alias information. The Alias screen displays as shown below:

|   | Last/Business name | First name | Middle name | Generation | Role |
|---|--------------------|------------|-------------|------------|------|
| 1 | PEREZ              | ACOSTA     | CARMEN      |            | aka  |
| 2 |                    |            |             |            | aka  |
| 3 |                    |            |             |            | dba  |
| 4 |                    |            |             |            | fdba |
| 5 |                    |            |             |            | fka  |
|   |                    |            |             |            | hwi  |
|   |                    |            |             |            | pdba |
|   |                    |            |             |            | pka  |
|   |                    |            |             |            | ta   |
|   |                    |            |             |            | wwwi |

Click the Add aliases button to return to the Party screen and submit all information

- Click the down arrow to reveal the list of options in the Role category. They are: aka (also known as), dba (doing business as), fdba (formerly doing business as) and fka (formerly known as.)
- Click to select the appropriate Role type for each alias entered.
- Click [Add aliases] to submit.
- If you make a mistake during the addition of aliases, click [Clear] to begin again.
- If you have more than five aliases to add for this debtor, click [Add aliases] to add the first five. Then click [Alias] again to submit additional aliases. This may be done as often as necessary until all aliases are added to the system.

STEP 7 The Party Information screen displays again.

- Verify the debtor information shown. Once all debtor and alias information has been added, click [Review] to review the alias information for this debtor.
- You will see the aliases that have been added.

Note: This is where you must delete an incorrectly entered Alias. An alias cannot be edited. If there is anything incorrect about the alias entry, delete it here by clicking [Clear] to remove all checked aliases. Then select [Return to Party screen], and click [Alias] to re-enter the correct alias information.

- You will note that in the Attorney(s) added: section this message None added will display. CM/ECF knows who you are, based upon your attorney login, and will add you as the attorney for the debtor.
- Click [Return to Party screen] to continue.
- When all the information is correct, click [Submit] to continue.

STEP 8 The Search for a Party screen displays again.

- Click [End party selection].
- If 'y for Joint was selected on the Case Data screen, the Joint Debtor screen will display. Repeat Steps 4 through 7 for the Joint Debtor.

Note: If this is a joint filing but was not indicated as such, or if this was inadvertently marked as a joint filing and there is no joint debtor, return to Step 1 and begin again.

- Once the Joint Debtor has been added to the case, proceed to Step 9.
- If you indicated the filing was not joint, proceed to Step 9.

STEP 9 The Statistical Data screen displays. (See below)

The screenshot shows the 'Open New Bankruptcy Case' screen with the following fields and options:

- Type of debtor:** ☒ Individual, ☐ Corporation, ☐ Partnership, ☐ Clearing Bank, ☐ Railroad, ☐ Stockbroker, ☐ Commodity Broker, ☐ Other
- Fee status:** Paid (dropdown)
- Nature of debt:** consumer (dropdown)
- Voluntary:** Voluntary (dropdown)
- Origin:** Original (dropdown)
- Date split/transfer:** (text field)
- Asset notice:** Yes (dropdown)
- Estimated number of creditors:** 1-15 (dropdown)
- Estimated assets:** \$0-\$50,000 (dropdown)
- Estimated debts:** \$0-\$50,000 (dropdown)

Buttons: Next, Clear

- Enter the statistical case information for the case you are opening. This information comes from the bankruptcy petition.
- Check the appropriate type of debtor by clicking in the box, putting a check mark in all types that apply.
- Use the down arrows to the right of the "list boxes" to display the choices you can select from. For other fields, type the information into the box.
- When all options are correctly selected, click [Next] to continue.

STEP 10 The PDF Document Selection screen displays. (For instructions on how to create Adobe PDF files from other word processing applications please go to <http://www.adobe.com/epaper/tips/pdfapps/main.html>)

The screenshot shows the 'Open New Bankruptcy Case' screen with the following fields and options:

- Select the pdf document (for example: C:\199cv501-21.pdf).**
- Filename:** (text field) Browse... (button)
- Attachments to Document:** ☒ No, ☐ Yes

Buttons: Next, Clear

- Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.
- The Attachments to Document option defaults to No. Your petition should be filed as one document without attachments.

Note: If you wish to view the image before associating it with the docket entry, right click on the highlighted filename and select *Open* to view the image.

- Click [Next] to continue.

STEP 11 Indicate whether the petition has schedules, statements of financial affairs and/or statement of financial compensation. Click [Next] to continue.

STEP 12 The Receipt screen displays.

- Do not type anything on the Receipt # Field, leave blank (See below). This indicates that the filing fee for the petition will be paid through the attorney's credit card.

**ECF** Bankruptcy • Adversary • Query • Reports

**Open New Bankruptcy Case**

**PETITIONS PAID IN INSTALLMENTS MUST BE ACCOMPANIED BY APPLICATION TO PAY FEES. OTHERWISE, THE FULL FEE WILL BE CHARGED TO YOUR CREDIT CARD IMMEDIATELY!**

**ATTORNEY FILERS: DO NOT ENTER CC In Receipt # below if you will be paying via the Internet!**

Receipt #:  Fee: \$209

- Click [Next] to continue

STEP 13 The Final Docket Text screen displays. (See below)

The screenshot shows the 'Open New Bankruptcy Case' screen in the CM/ECF system. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, and Utilities. The main heading is 'Open New Bankruptcy Case'. Below it, the 'Docket Text: Final Text' field contains the following text: 'Voluntary petition under chapter 13 With Schedules, With Statement of financial affairs, Attorney Statement of Compensation \$700.00 ( Filing fee: \$ 194, Receipt # cc. ). Filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA, CLETO PEREZ CASTRO (Pizarro Ruano, Mari)'. A red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are two buttons: 'Next' and 'Clear'.

- Verify the Final Docket Text. Read the warning message.
- If the Final Docket Text is correct:  
Click [Next] to continue and officially submit this document.
- If the Final Docket Text is incorrect:  
Click the browser [Back] button to find the error(s) and proceed with the event.
- To abort or restart the transaction, return to Step 1 and begin again.

STEP 14 The Notice of Electronic Filing screen displays.

- The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- A hypertext link for the [Notice of Bankruptcy Case Filing](#) appears at the top of the notice. Clicking on this hypertext link reveals a notice summarizing the pertinent details and participants of this case. (See screen on next page)

## Notice of Bankruptcy Case Filing Screen

| ECF   |  | Bankruptcy | • | Adversary | • | Query | • | Reports | • | Utilities | • | Logout |
|---|--|------------|---|-----------|---|-------|---|---------|---|-----------|---|--------|
| <b>Open New Bankruptcy Case</b>   |  |            |   |           |   |       |   |         |   |           |   |        |
| U.S. Bankruptcy Court   |  |            |   |           |   |       |   |         |   |           |   |        |
| District of Puerto Rico * TEST *  |  |            |   |           |   |       |   |         |   |           |   |        |
| <a href="#">Notice of Bankruptcy Case Filing</a>  |  |            |   |           |   |       |   |         |   |           |   |        |
| The following transaction was received from Pizarro Ruano, Mari entered on 3/3/2005 at 10:46 PM CST and filed on 3/3/2005   |  |            |   |           |   |       |   |         |   |           |   |        |
| Case Name: MILLIE PEREZ ACOSTA and CLETO PEREZ CASTRO   |  |            |   |           |   |       |   |         |   |           |   |        |
| Case Number:  |  |            |   |           |   |       |   |         |   |           |   |        |
| Document Number: <a href="#">1</a>  |  |            |   |           |   |       |   |         |   |           |   |        |
| <b>Docket Text:</b>   |  |            |   |           |   |       |   |         |   |           |   |        |
| Voluntary petition under chapter 13 With Schedules, With Statement of financial affairs, Attorney Statement of Compensation \$700.00 ( Filing fee: \$ 194 cc. ). Filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA, CLETO PEREZ CASTRO (Pizarro Ruano, Mari) |  |            |   |           |   |       |   |         |   |           |   |        |
| The following document(s) are associated with this transaction:   |  |            |   |           |   |       |   |         |   |           |   |        |
| Document description: Main Document   |  |            |   |           |   |       |   |         |   |           |   |        |

Note: Proceed next to upload the creditors. See module: *Uploading a Creditor Matrix* for more information.

Note: You will receive a [Judge/Trustee Assignment](#) on your notice of electronic filing. This assignment will run automatically each night.

## Attachments to Documents

When filing at the Bankruptcy Court, District of Puerto Rico, do not use the instructions in this section unless you are filing a document that exceeds 2MB in size. Take all your documents, main (motion) along with the supporting evidence and merge them into ONE file.

For example; a motion for relief of stay under 362 should be merged with the Note and other supporting evidence and be filed as one document, (not as an attachment).

Nevertheless, if the resulting document is larger than 2MB in size you must contact the USBC help desk for further technical instructions.

- STEP 1      Scan the document(s) and convert to *PDF* format. (See Attachment: Converting Scanned Documents to PDF Format Using Adobe Acrobat Software for additional information.)
- STEP 2      During the docketing process, the PDF Document Selection screen displays. (See below)

ECF      Bankruptcy      •      Adversary

**Open New Bankruptcy Case**

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:**    ☐ No    ☒ Yes

- Click [Browse], then navigate to the directory where the appropriate PDF file is located for the main document. Double-click the PDF file to select it.

Note:      If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The Attachments to Document radio button defaults to No. Click to select Yes. Click [Next] to continue.

- STEP 3      The Attachments to Document screen displays. (See below). This is a three part screen and requires three steps to complete it.

**CM/ECF** Bankruptcy • Adversary • Q

### Open New Bankruptcy Case

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) Select a document type and/or enter a description.

**Type** **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

- Enter the pdf document that contains the attachment on 1). Type in the file name of the PDF document containing the attachment you are filing; or click on the button to search your network and select from those files. If your filing has more attachments, first continue labeling this attachment following the instructions below.
- Select a document type and/or enter a description at 2). If you press the down arrow to the right of the Type box , you see a list of available attachment types. Select the one you want by highlighting it.
- Under description type a short description of your attachment.
- Add the filename to the list at 3). Add the attachment you have entered to this list by clicking the [Add to List] button. If you have made a mistake, highlight the mistaken attachment and click the [Remove from List] button.
- If you have more attachments, go back to Step 1. Continue until all your attachments are on this list. Click *Next* to continue.
- Proceed to docket the remainder of the event as usual.



## Uploading a Creditor Matrix

A creditor matrix contains creditor names and their mailing addresses. This information is used for noticing and claims information. The creditor matrix must be in a .txt file format before it can be successfully uploaded. (All other file types within CM/ECF will be PDF files.) A creditor matrix will be uploaded for each case immediately following the electronic case opening. The process of uploading a list of creditors into the CM/ECF system is illustrated below.

Format rules are available at:

[http://pacer.psc.uscourts.gov/cmecf/bc/library/format\\_rules.html](http://pacer.psc.uscourts.gov/cmecf/bc/library/format_rules.html)

- STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Bankruptcy Events screen displays.— Click the [Creditor Maintenance](#) hypertext link.
- STEP 3 Go to the [Upload a creditor matrix file](#) hypertext link.
- STEP 4 Enter the case number in yy-nnnnn format including the dash.— Click the [Next] button to continue.
- STEP 5 The Load Creditor Information screen displays.— Verify the case number displayed.— If the case number is incorrect, click the [Back] button to re-enter the case number. (See below)

**CM/ECF** Bankruptcy • Adversary • Query •

**Load Creditor Information**

Case number 05-00000

Enter name of file and click on Next  
Example: c:\creditor.scn

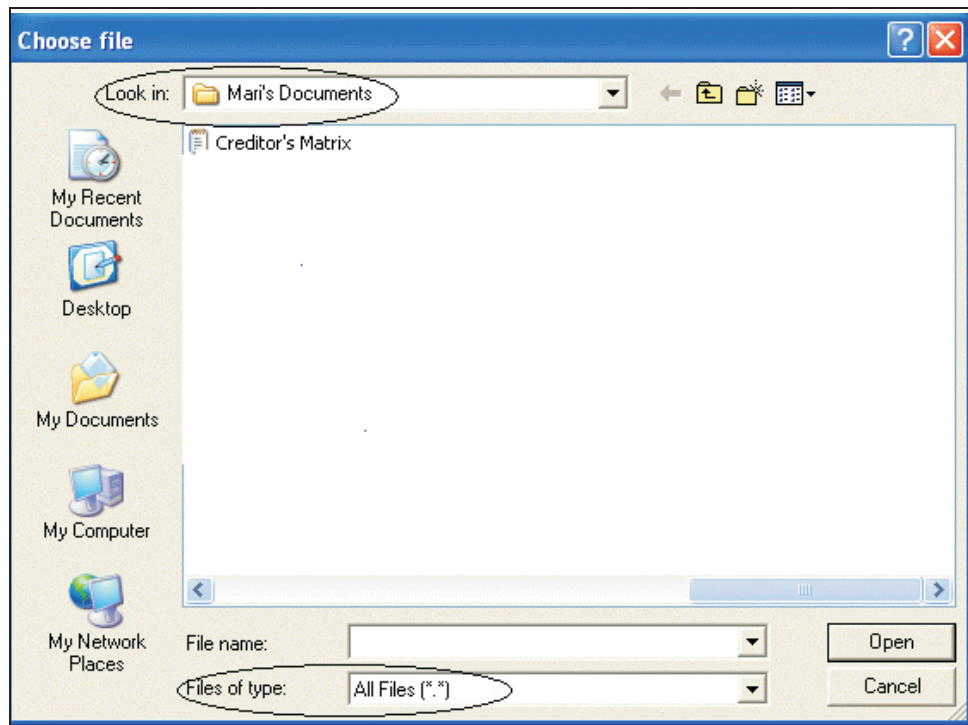
Browse...

Next Clear

Note: If the system prompts that you have entered an invalid case number, click the browser [Back] button to try again. You may use the browser [Back] button at any time during this process to verify former screens until the final submission.

- Use [Browse] to navigate to the appropriate folder and select the creditor matrix file or write the full path and file name of the creditor's matrix to be loaded in the space provided.

- Change Files of type: to *All Files (\*.\*)*. See below.



- Click in the Look In box, and select the appropriate drive name.
- Choose the correct folder/filename to open the folder and the matrix.

Note: For quality assurance, with the matrix filename highlighted, you may right click and select Open on the drop down menu. This will allow you to view and verify the matrix file chosen as correct.

- Close the matrix by clicking the "X" in the upper right-hand corner.— If changes were made, choose Yes when prompted "Do you want to save changes?"
- Click the [Open] button in the Load Creditor Information screen to associate the matrix file to the bankruptcy case and then click [Next] to continue.

STEP 6 The Total Creditors Entered screen displays. The total number of creditors shown on this screen must be the same as the number of creditors shown on the paper matrix which was imaged and included with the electronically filed petition.

- If the Total Creditors Entered amount is correct, click [Submit] to finalize the transfer of creditors; — If the creditor total is incorrect, return to Step 1 to begin again.

- STEP 7      The Creditor Receipt screen displays. The case number and total number of creditors added to the database are confirmed. (See below)

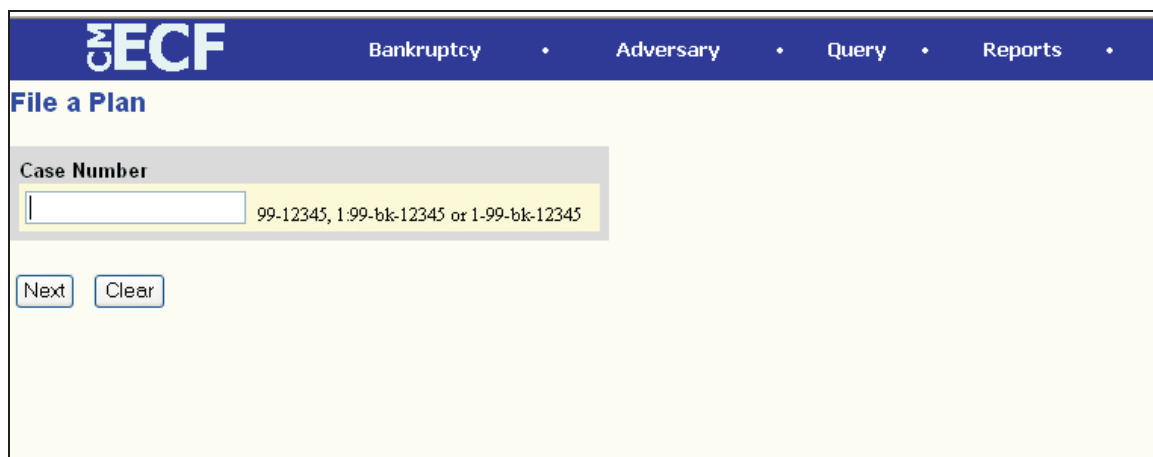
| ECF   |          | Bankruptcy | • | Adversary |
|---|----------|------------|---|-----------|
| <b>Creditors Receipt</b>                            |          |            |   |           |
| Case Number   | 05-00000 |            |   |           |
| Total Creditors Added to Database                   | 6        |            |   |           |
| <a href="#">File A Proof Of Claim</a>               |          |            |   |           |
| <a href="#">Return To Creditor Maintenance Menu</a> |          |            |   |           |

- On the Creditors Receipt screen, select File a Proof of Claim to add, edit, or delete claim information for any creditor in the case.
- Click the [Return to Creditor Maintenance Menu](#) hypertext link if you have additional creditor matrices to upload for other new bankruptcy filings, and repeat the process for each additional creditor matrix.

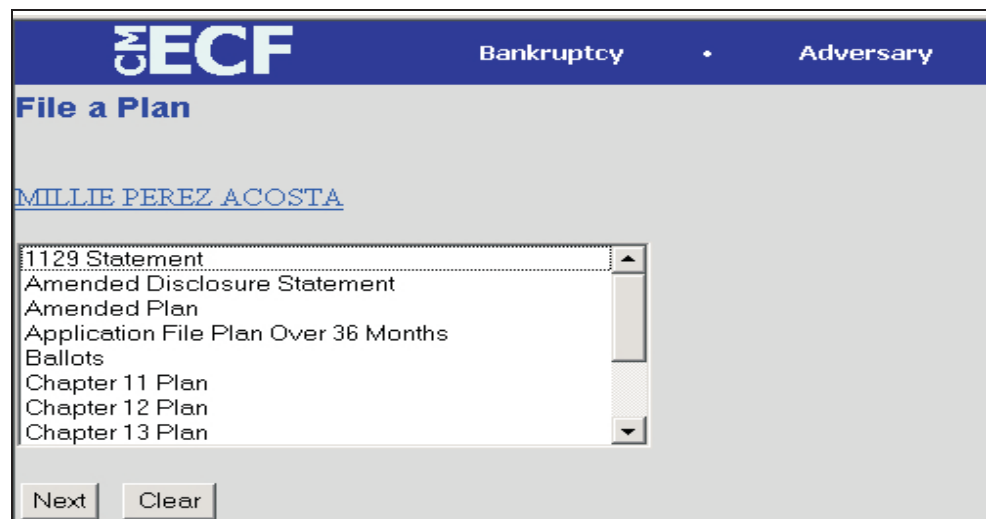
## Filing of Events: Plan

This module demonstrates the steps to follow to file a plan. In CM/ECF, plans are docketed as separate events, even if filed simultaneously with a voluntary petition, as is often the case in Chapter 13 filings. Although this module specifically shows a Chapter 13 plan, the same steps would be followed to file a Chapter 11 Disclosure Statement, Chapter 11 Plan or Chapter 12 plan.

- STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Bankruptcy Events screen displays. Click the [Plan](#) hypertext link.
- STEP 3 The Case Number screen displays (below). Type the case number in yy-nnnnn format including the dash.— Click [Next] to continue.



- STEP 4 The Document Selection screen displays. (See below)



- Use the down arrow – to the right of the box to scroll through the Event Type list to select the document to be filed. Click to highlight *Chapter 13 Plan*.
  - Click [Next] to continue.
- STEP 5 Select the Party screen (See below). Select the party represented from the list. If the party is not listed, select "Add/Create New Party." (For certain types of filings, you may also have the option of selecting a group of parties rather than individuals. )



- STEP 6 The PDF Document Selection screen displays.
- Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The Attachments to Document option defaults to No. If you have attachments to this document, click the Yes radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information).
- Click [Next] to continue.

STEP 7 The Docket Text screen displays. (See below)

**ECF** Bankruptcy • Adversary •

**File a Plan:**  
[MILLIE PEREZ ACOSTA](#)

**Docket Text: Modify as Appropriate.**

Chapter 13 Plan dated  . filed by Mari Pizarro Ruano ACOSTA (Pizarro Ruano, Mari)

- Verify the accuracy of the Final Docket Text and fill in the blank— Click [Next] to continue.

STEP 8 The Final Docket Text screen displays. Verify the Final Docket Text. Read the warning message.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**File a Plan:**  
[MILLIE PEREZ ACOSTA](#)

**Docket Text: Final Text**


Chapter 13 Plan dated 1/17/05. filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- If the Final Docket Text is correct: Click [Next] to continue and officially submit the document.
- If The Final Docket Text is incorrect: Click the browser [Back] button to find the error(s) and then proceed with the event.
- To abort or restart the transaction, return to Step 1 and begin.

STEP 9      The Notice of Electronic Filing displays. (See below)

The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.

|                   |  | Bankruptcy | • | Adversary | • | Query | • |
|--|--|------------|---|-----------|---|-------|---|
| <b>File a Plan:</b><br><a href="#">MILLIE PEREZ ACOSTA</a>   |  |            |   |           |   |       |   |
| <b>U.S. Bankruptcy Court</b><br><b>District of Puerto Rico * TEST *</b>                            |  |            |   |           |   |       |   |
| Notice of Electronic Filing  |  |            |   |           |   |       |   |
| The following transaction was received from Pizarro Ruano, Mari entered on 2/26/2005 at 9:15 PM CS |  |            |   |           |   |       |   |
| <b>Case Name:</b> MILLIE PEREZ ACOSTA  |  |            |   |           |   |       |   |
| <b>Case Number:</b>  |  |            |   |           |   |       |   |
| <b>Document Number:</b> <a href="#">5</a>  |  |            |   |           |   |       |   |

- Clicking on the case number hypertext link on the Notice of Electronic Filing will present the *Docket Report* for this case.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- To print a copy of this notice click the browser [Print] icon.
- To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As; You may also save the notice through the browser File/Save option.



## Filing of Events: Motion for Reconsideration

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion requesting a reconsideration

### Motion for Reconsideration (Motions/Applications)

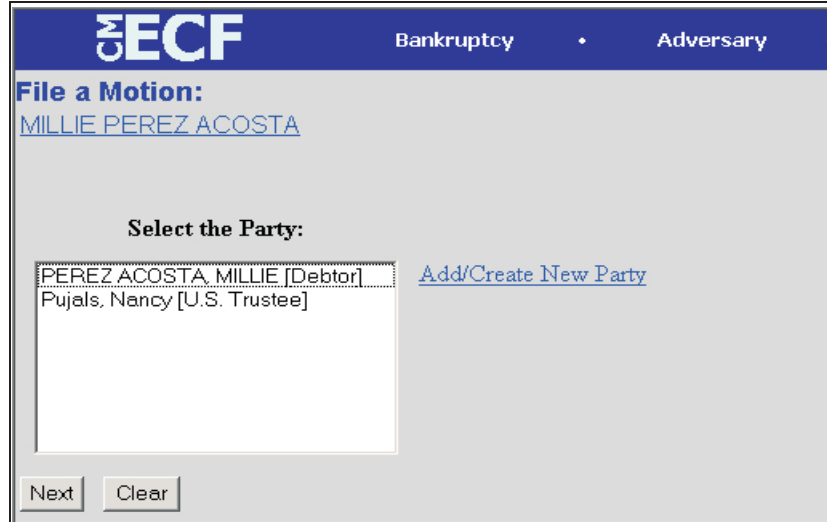
- STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Bankruptcy Events screen displays.—Click the Motions/Applications hypertext link.
- STEP 3 The Case Number screen displays.—Enter the case number, including the hyphen, in yy-nnnnn format.—Click [Next] to continue.
- STEP 4 The File a Motion screen displays.

The screenshot shows the 'File a Motion' interface in the CM/ECF system. The top navigation bar includes the 'ECF' logo and links for 'Bankruptcy' and 'Adversary'. The main heading is 'File a Motion'. Below this, the case name 'MILLIE PEREZ ACOSTA' is displayed. A dropdown menu is open, listing various motion types. 'Reconsideration' is currently selected and highlighted. At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

- Verify the case name that is displayed. If the case name is incorrect, click the browser [Back] button to re-enter the case number. —If the system prompts that you have entered an invalid case number, click the browser [Back] button to try again.
- Click the down arrow to reveal the list of motions. Highlight Reconsideration and then click [Next] to continue.

HINT: You may also type the first letter of a relief (in this case 'R'), to immediately move to the list of reliefs that begin with a particular letter.

- STEP 5 The Joint Filing screen displays. —If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.
- Click [Next] to continue.
- STEP 6 The Select the Party screen displays. (See below)



- Click the down arrow to scroll the Select the Party box to locate the party filer.
- Click to highlight and select the party for which the document is filed.
- Click [Next] to continue.

STEP 7 The PDF Document Selection screen displays.

- Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The Attachments to Document option defaults to No. If you have attachments to this document, click the Yes radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information)
- Click [Next] to continue.

STEP 8 The Refer to Existing Events screen displays.—Does this filing refer to an existing document?

- Check the box if you would like to relate this event to an earlier event in this case.

Note: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.]

- If pleading has objection language please enter the appropriate value below and then calculate the due date.—Click [Next] to continue.

**ECF** Bankruptcy • Adversary • Query •

**File a Motion:**  
[MILLIE PEREZ ACOSTA](#)

If Pleading Has Objection Language, Enter 10, 20, etc.

Due date:

STEP 9 The Final Docket Text screen displays. (See Below)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, and Utilities. Below the navigation bar, the page title is 'File a Motion: MILLIE PEREZ ACOSTA'. The main content area displays the docket text: 'Docket Text: Modify as Appropriate. Motion for Reconsideration (10 day objection language) Due by 3/7/2005 filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA [Pizarro Ruano, Mari]'. At the bottom of the content area are two buttons: 'Next' and 'Clear'.

STEP 10 The Final Approval screen displays.

- Verify the Final Docket Text. Read the warning message.—If the Final Docket Text is correct, —Click [Next] to continue and officially submit document.  
—If the final docket text is incorrect: Click the browser [Back] button to find the error(s) and proceed with the event. To abort or restart the transaction, return to Step 1 and begin again.

STEP 11 The Notice of Electronic Filing screen displays. The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document. (See Below)

The screenshot shows the ECF system interface for the 'Notice of Electronic Filing' screen. The top navigation bar is identical to the previous screen. Below the navigation bar, the page title is 'File a Motion: MILLIE PEREZ ACOSTA'. The main content area displays the following information: 'U.S. Bankruptcy Court', 'District of Puerto Rico \* TEST \*', and 'Notice of Electronic Filing'. Below this, a message states: 'The following transaction was received from Pizarro Ruano, Mari entered on 2/23/2005 at 4:12 PM CST and filed on 2/23/2005'. This is followed by the case details: 'Case Name: MILLIE PEREZ ACOSTA', 'Case Number:', and 'Document Number: 3'. At the bottom, the docket text is repeated: 'Docket Text: Motion for Reconsideration (10 day objection language) Due by 3/7/2005 filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA [Mari]'.

- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.

To print a copy of this notice click the browser [Print] icon. To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As.

You may also save the notice through the browser File/Save option.

## Filing of Events: Motion Submitting Documents

This module will demonstrate the steps to file a motion in the CM/ECF system. The example demonstrates the electronic filing of a motion submitting documents.

### Motion Submitting Documents

- STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Bankruptcy Events screen displays.—Click the Miscellaneous hypertext link.
- STEP 3 The Case Number screen displays.—Enter the case number, including the hyphen, in yy-nnnnn format.—Click [Next] to continue.
- STEP 4 Select the event (See screen below)
- Click on the type of filing/event you want to docket. Select multiple events by holding down the *Ctrl* key and clicking on the events in the list.

The screenshot shows the CM/ECF Bankruptcy Events screen. The top navigation bar includes 'Bankruptcy', 'Adversary', and 'Query'. The 'Miscellaneous' section is active, displaying the case number 'MILLIE PEREZ ACOSTA'. A list of events is shown, with 'Motion Submitting Document(S)' selected. The 'Next' and 'Clear' buttons are visible at the bottom.

- Click the [Next] button to continue with the docketing process. Click the [Clear] button to clear your selections and reselect the docket events.
- STEP 5 The Joint Filing screen displays. —If this filing is joint with another attorney, click to place a check in the Joint Filing box. If this is not a joint attorney filing, no action is required.
- Click [Next] to continue.

- STEP 6 The Select the Party screen displays.
- Click the down arrow to scroll the Select the Party box to locate the party filer.
  - Click to highlight and select the party for which the document is filed.
  - Click [Next] to continue

- STEP 7 The PDF Document Selection screen displays.
- Click [Browse], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with the docket entry.

Note: If you wish to view the image before associating it with the docket entry to verify that you have chosen the correct file, first right click on the highlighted filename and select *Open* to view the image in Adobe Acrobat.

- The Attachments to Document option defaults to No. If you have attachments to this document, click the Yes radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information). Click [Next] to continue.

- Step 8 The modify docket text screen is next.
- Review the generated docket text. Add docket text in the space provided, check and then press the [Next] button to continue.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Miscellaneous:**  
[MILLIE PEREZ ACOSTA](#)

**Docket Text: Modify as Appropriate.**

Motion submitting document(s): . filed by Mari Pizarro Ruano on behalf of MILLIE PEREZ ACOSTA (Pizarro Ruano, Mari)

Next Clear

- STEP 9 The Final Approval screen displays.
- Verify the Final Docket Text. Read the warning message.—If the Final Docket Text is correct, —Click [Next] to continue and officially submit document. If the final docket text is incorrect: Click the [Back] button to find the error(s) and proceed. To abort the transaction, return to Step 1 and begin again.

- STEP 10      The Notice of Electronic Filing screen displays. The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies the that document is now an official court document.
- Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
- To print a copy of this notice click the browser [Print] icon. To save a copy of this notice, click [File] on the browser menu bar and select Save Frame As. You may also save the notice through the browser File/Save option.



## Filing of Events: Claims

When a proof of claim is filed in CM/ECF, the claim will be attached to the creditor record of the claimant. First you must prepare the proof of claim and format it as a PDF document. If the proof of claim amends another, specify it in the from prior to filing it.

- STEP 1 After entering the CM/ECF System, select Bankruptcy on the menu bar. The Bankruptcy Events screen displays.
- STEP 2 Click on the [File Claims] hyperlink. The Case Number screen displays.
- STEP 3 Enter the case number, including the hyphen, in yy-nnnnn format of the case in which you are filing a claim. Do not type the name of a creditor and do not change the Type of creditor field (see below).—Click [Next] to continue.

- STEP 4 The next screen is shown below. Examine the debtor's name to ensure you have the correct case. If the case is incorrect, click [Back] and re-enter the case number. If the case is correct click on the down arrow to reveal the list of creditors, which is derived from the creditor's matrix.

Note: The fact that a creditor's name appears on the list does not mean that the creditor has filed a proof of claim.

- STEP 5 Scroll down the list to determine if the creditor for which the proof of claim is to be filed is on the list.
- If the creditor for which you are filling is on the list, click on that name in the drop-down list. Highlight the creditor and click on [Next]. Go to STEP 6.
  - If the creditor is not on the list click on [Add Creditor]. Check the case number, do not type the name of a creditor and do not change the Type of creditor field.—Click [Next] to continue.
  - The Add Creditor(s) screen displays. (See below)

**ECF** Bankruptcy • Adversary

**Add Creditor(s)**

**Case 05-00001 already contains creditors!**  
**Case number** 05-00001 ORLANDO RAMOS ROSADO

**Name**

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**Address 5**


**Type** Creditor

**Creditor committee** ☒ No ☐ Yes  
☒ Continue To Enter ☐ Last Entry

- Enter the complete name and address of the creditor.
- Under [Type] Select one of the types listed.
- Click *yes* or *no* depending on whether this creditor is a member of the Creditor Committee.
- Click [Continue To Enter] and [Next] to add more creditors with this same screen.
- When you have added all the creditors, click [Last Entry] and [Next] to get a count of creditors entered.
- The Add Creditor(s) final screen displays. Click [Submit] to add creditors.

STEP 6 The "Proof of Claim Information for" screen displays. (See below).

- Amends Claim #: Enter claim number if applicable.
- Duplicates Claim #: Leave blank.
- Filed By: Select who is filing the claim.
- Amount Claimed: Fill in the amounts.
- Amount Allowed: DO NOT fill in these amounts.
- Description: Enter a short description of the claim.
- Remarks: Leave blank (Court use only).

|  Bankruptcy • Adversary • Query • Reports • Utilities • Logout |                                 |   |   |  |
|---|---------------------------------|---|---|--|
| <b>Proof Of Claim Information For</b><br><b>824 - BANCO POPULAR</b><br><b>PO BOX 366818</b><br><b>SAN JUAN, PR 00936-6818</b>                   |                                 |   |   |  |
| Case Number: 05-00270   | Claim No:                       | Amends Claim #:<br><input type="text"/> | Duplicates Claim #:<br><input type="text"/> | Filed By:<br>Creditor <input type="button" value="v"/> |
| Last Date To File:  | Last Date To File(Govt):        | Date Filed: 04/04/2005                  | Late: No <input type="button" value="v"/>   | Status: <input type="text"/>                           |
| <b>Amount Claimed</b>   |                                 |   |   |  |
| Unsecured<br><input type="text"/>   | Secured<br><input type="text"/> | Priority<br><input type="text"/>        | Unknown<br><input type="text"/>             | Total (Display On<br><input type="text"/>              |
| <b>Amount Allowed</b>   |                                 |   |   |  |
|   |                                 |   |   | Total (Display On<br><input type="text"/>              |
| Description:  | <input type="text"/>            |   |   |  |
| Remarks:  | <input type="text"/>            |   |   |  |
| <input type="button" value="Next"/> <input type="button" value="Clear"/>  |                                 |   |   |  |

STEP 7 The next screen is the Choose Main PDF File Screen.

- Browse and select the PDF document that consists of the proof of claim and your evidence (merged together in one document).
- Click [Next] to file the proof of claim. The following and last screen will be the Notice of Electronic Filing Screen.

## Reports: Cases Report

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be broad or quite specific. Some of the features of this report include debtor information, file date, chapter number, case assigned judge, case assigned trustee and asset status.

- STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Reports Menu screen displays.—Click the Cases hypertext link.
- STEP 3 The Report Selection Options screen displays.—Click the Cases hypertext link. (See below).

- The Office category defaults to 'blank' which means 'all' Offices will be included in the Cases Report.
- The Case Type category defaults to 'blank' which means 'all' Case Types will be included in the Cases Report. If you wish to limit the report to a specific Case Type, click the down arrow – to find and select the Case Type. You may select more than one Case Type by holding down the [Ctrl] key and clicking on additional Case Type choices.
- The Trustee category defaults to 'blank' which means 'all' Trustees will be included in the Cases Report. If you wish to limit the report to a specific Trustees, click the down arrow – to find and select the Trustee. You may select more than one Trustee by holding down the [Ctrl] key and clicking on additional Trustee names.

- The Chapter category defaults to 'blank' which means 'all' Chapters will be included in the Cases Report. If you wish to limit the report to a specific Chapter, click the down arrow – to find and select the Chapter. You may select more than one Chapter by holding down the [Ctrl] key and clicking on additional Chapter numbers.
- There are various ways to limit the results of the Cases Report. Although optional, these fields are:
  - Filed date; limiting the report to cases filed during a specific period of time.
  - Entered date; limiting the report to cases entered on the system during a specific period of time.
  - Discharged date; limiting the report to cases discharged during a specific period of time.
  - Dismissed date; limiting the report to cases dismissed during a specific period of time.
  - Closed date; limiting the report to cases closed during a specific period of time.
  - Converted date; limiting the report to cases converted during a specific period of time.
  - Any combination (or none) of these limiting report options may be chosen.
- The Open Cases radio box is automatically checked. If you wish to only see closed cases, un-check the Open Cases radio box and select Closed Cases. Both open and closed cases may be selected.
- Click to place a checkmark in the Party Information radio box if you wish the report to include Party Information.
- Click the down arrow – to reveal the list of options in the Sort By field. The report may be sorted by: Filed Date, Entered Date, Case Number, Terminal Digit, Case Type, Office, Trustee and Judge. Up to three sort criteria may be chosen. The default is one sort, based upon Filed Date.
- When all selections are correct, click [Run Report] to continue.

Note: To return to the original default selections and begin again, click [Clear].

STEP 4 The Cases Report displays.

- To print a copy of the report, click the browser [Print] icon.—To save a copy of the report, click [File] on the browser menu bar and select Save Frame As.—You may also save the report through the browser File/Save option.

## Reports: Docket Report

This module demonstrates the steps to take to display or print a Docket Report in CM/ECF.

- STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Report Events screen displays.—Click the Docket Report hypertext link.
- STEP 3 The Pacer Login screen displays. Enter login and password and client code if any.

Note: Once logged into Pacer, you will not be asked again for the Login, Password and Client Code. Any fee-based transactions will automatically be billed to the Pacer account. If you wish to change to a different Client Code, or if you wish to change from the Trustee Pacer account to the attorney Pacer account, click Logout on the CM/ECF Main Menu Bar. Then log back into ECF. You will then be presented with a new Pacer login screen when requesting a fee-based transaction.

- STEP 4 The Docket Sheet Request screen displays (see below) .

**ECF** Bankruptcy • Adversary • Queue

### Docket Sheet

Case number

☒ **Filed**  to

☐ **Entered**  to

Documents  to

☒ Public docket

☒ Include terminated parties

☒ Include links to Notice of Electronic Filing

☒ **HTML**

☐ **Text**

Sort by  ▼


- Enter the case number in yy-nnnnn format including the dash.
- The radio button for the option Filed is the default. Leaving this as the default, the Docket Report will be displayed showing the dates documents were *filed*. Changing the default from Filed to Entered, will result in seeing a Docket Report that will be displayed showing the dates documents were *entered* on the docket. Filed is recommended.

- If you want to limit your search to a range of documents, you may do so by entering the document number range in the Documents \_\_ to \_\_ field.
- The report defaults to Include terminated parties. This is the recommended default.
- If access to the *Notices of Electronic Filing* pertaining to docket entries is needed, click to place a checkmark in the box for the option: Include links to Notice of Electronic Filing.
- Click the down arrow – to reveal the list of Sort by options. The system defaults to *Oldest Date First*. The other options is:  
*Most Recent Date First*. Select this option if you wish the docket entries to be presented from newest to oldest.

Note: To return to the system default for all options, click [Clear].

- When the selections have been made, click the [Run the Report] to continue.

STEP 5 The Docket Report displays. (See below)

|  Bankruptcy • Adversary • Query • Reports • Utilities • |   |   |
|--|---|---|
| <i>Trustee</i>   |   |   |
| Filing Date  | # | Docket Text   |
| 01/02/2001   | 1 | VOLUNTARY petition under chapter 7 [Entered: 01/10/01], [DR]<br>SCHEDULES and Statement of Affairs [Entered: 01/10/01], [DR]<br>ATTORNEY Statement of Compensation \$1,100.00 , [DR], ORIGINAL NIBS DOCKET ENTRY #1   |
| 01/10/2001   | 2 | NOTICE of 341 meeting on 02/07/01 at 11:00 A.M. at 341 MEETING ROOM, OCHOA BUILDING STREET , FIRST FLOOR, SAN JUAN, PR 00901 [Entered: 01/10/01], [DR]<br>COMPLAINTS Deadline due on 04/09/01 [Entered: 01/10/01], [DR]<br>TRUSTEE Appointment Notice , [DR], ORIGINAL NIBS DOCKET ENTRY #2 (Entered: 01/10/2001) |
| 01/16/2001   | 3 | CERTIFICATE of service Re: Item # 2, [VAP], ORIGINAL NIBS DOCKET ENTRY #3 (Entered: 01/16/2001)   |
| 01/24/2001   | 4 | AMENDED schedules Voluntary petition , [EBG], ORIGINAL NIBS DOCKET ENTRY #4 (Entered: 01/24/2001)   |
| 01/29/2001   | 5 | NOTICE of appearance of attorney Fernandez Collins & Rivero Vergne for Scotiabank de P.R. , [EBG], DOCKET ENTRY #5 (Entered: 01/30/2001)  |
| 02/12/2001   | 6 | TRUSTEE'S report after meeting of creditors: case be closed as no asset. , [EBG], ORIGINAL NIBS DOCKET ENTRY #6 (Entered: 02/12/2001)   |

- Click the down arrow – to scroll through the entire Docket Report.
- Clicking on a document number hypertext link will provide the *PDF* image of the filed document.
- If there is a related document, clicking the document number of the related document would open the the *PDF* image for the document to which this docket entry is related (linked).
- To print the Docket Report, click the browser [Print] icon.
- To save a copy of the Docket Report, click [File] on the browser menu bar and select Save Frame As.
- You may also save the Docket Report through the browser File/Save option.
- If the option to view Notices of Electronic Filing was selected on the Docket Sheet Request screen, a silver ball will be located to the left of the document number hypertext link.
- Click the silver ball to view the Notice of Electronic Filing.



## Query

This module demonstrates the functions of the CM/ECF Query feature. This feature allows access to case information, document images, attorney information, deadline and hearing information, pending motions, and much more.

- STEP 1 Click on the [Query](#) hypertext link on the CM/ECF Main Menu Bar.
- STEP 2 The Query *Search Clues* screen displays. (See below)

**ECF** Bankruptcy • Adversary

### Query

**Search Clues**

Case Number  (Example: 99-80013)

Last Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

SSN  Tax ID

Type

- After identifying the case you want, you will see a menu of the available queries. Query searches can be based upon various pieces of information. The options are: Case Number, last Name, first Name, middle Name, SSN, Tax ID, type (Attorney, Bankruptcy Administrator, Party, Professional, Trustee, U.S. Trustee)
- Enter the information upon which the Query Search should be based.
- Click [Run Query] to continue.

Note: To return to the original blank defaults and begin the search again, click [Clear].

- STEP 3      The Query Results screen displays. (See below). Notice that for this example we chose to Query using only case number. All items to which you have access are listed.

| ECF   |  |
|---|--|
| Bankruptcy  | Adversary • Query • Reports •                    |
| <b>03-00001</b> IVAN PENA RIVERA and LYDIA E RIVERA GUZMAN<br>Case type: bk Chapter: 7 Asset: No Vol: v Judge: Enrique S. Lamoutte<br>Date filed: 01/02/2003 Date discharged: 04/28/2003<br>Date terminated: 04/28/2003 Date of last filing: 05/01/2003 |  |
| Query   |  |
| <a href="#">Alias</a>   | <a href="#">Notice of Bankruptcy Case Filing</a> |
| <a href="#">Associated Cases</a>  | <a href="#">Party</a>                            |
| <a href="#">Attorney</a>  | <a href="#">Related Transactions</a>             |
| <a href="#">Case File Location</a>  | <a href="#">Status</a>                           |
| <a href="#">Case Summary</a>  | <a href="#">Trustee</a>                          |
| <a href="#">Creditor</a>  |  |
| <a href="#">Claims Register</a>   |  |
| <a href="#">Deadline/Schedule</a>   |  |
| <a href="#">Docket Report ...</a>   |  |
| <a href="#">Filers</a>  |  |
| <a href="#">History/Documents</a>   |  |
| <a href="#">Judge</a>   |  |
| <a href="#">Motions Report</a>  |  |

- If the Query Search found more than one case that matched the search criteria, a list of matches will be presented. Click on the hypertext link for the match. The desired case will be presented.
- If the Query Search found only one match, the case will be presented.
- Basic case information is listed at the top of the Query Results screen. This includes the case name, case number, asset status, voluntary or involuntary status, the case file date, the chapter number, and the date of the last docket entry.
- Additional options are:
  - Aliases - showing any aliases listed for the case.
  - Associated Cases - showing any associated cases, such as adversary proceedings or jointly administered cases.
  - Attorneys - showing names, addresses and phone numbers of the case attorneys and the party representation.
  - Case Summary - provides basic case summary information including debtor social security number, file opening, closing, discharge, dismissal and conversion dates.
  - Creditors - is a hypertext link to the Creditor Report permitting the viewing of the case creditors names and addresses.
  - Deadlines/Hearings - is a hypertext link to the Deadlines/Hearings report providing a quick glance at all hearings and deadlines set for the case.

Docket Report- is a hypertext link to the docket sheet for the case.

Filers - shows the names of all parties (filers) in the case. A hypertext link is available which provides a list of documents filed by each party-filer.

History/Documents is a hypertext link to the History/Documents report. This report can include all events or only events with attached documents.

Displaying the docket text is optional. The report can be sorted to show either oldest documents first, or to show the more recent documents first.

Judge - displays Judge information for the selected case.

Motion Report - shows motions (either pending, terminated or both) for the selected case.

Notice of Bankruptcy Filing - is an official electronic notice of the filing of the selected case. It may be printed at any time.

Parties - shows names and addresses all parties in the selected case as well as their counsel.

Related Transactions - shows docket entries related to this case.

- Access to a document image is obtained by clicking on the document number hypertext link.

- Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)

Status - shows pending and terminated status information for the case.

Trustee - shows the name and address of the trustee assigned to the case.

- If you choose to Query by name, and more than one person matched what you entered the Select a Person screen will display. Click on the name of the person whose information you wish to find.
- The Select a Case screen will be displayed if you selected a name from the "Select a Person" screen and that person is associated with more than one case. Click on the number of the case whose information you wish to view.